



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 30, 2009

Ms. Stella Ilchenko, Director
CATI, Inc. DBA SATI of Sacramento
6916 Sunrise Blvd, Suite 1
Citrus Heights, CA 95610

Dear Ms. Ilchenko:

RE: FINAL MONITORING VISIT REPORT for CATI, Inc. – ET07-0313

Attendees:	CATI Representatives: Stella Ilchenko, Director ; ETP Representative(s): Kristie Ohta, ETP Analyst		
Visit Location:	Teleconference		
Date of the Visit:	March 20, 2009	Beginning/End Time:	11:30 am – 12:00 pm
Term of Agreement:	March 6, 2007 March 5, 2009	Agreement Amount:	\$94,780
Training Start Date:	April 23, 2007	Reimbursement Amount:	\$17.00
Date Training must be Completed:	December 5, 2008	Number of Trainees to Retain:	20
Type of Trainee:	New Hire	Range of Hours:	24 – 200
Action Required:	NO	Weighted Ave. Hours:	262
		Recommended Hours for Progress Payment 1	Completion of Training

Final Report Summary:

- **History Of Agreement Changes**

The Agreement was executed on 9/14/07, and training began on 04/23/07. Your staff reported that all training was completed on 12/05/08, which allowed for the 90-day retention period to be completed within the term ending date of the Agreement – 03/05/09.

* On September 2, 2008 ETP denied CATI's request to extend the term of your ETP Agreement three months beyond your end term date of March 5, 2009.

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ETP (04/15/05)

* However, on March 6, 2009, ETP did approve your request, dated March 5, 2009 to extend the employment retention period thirty (30) additional days beyond the end term date of March 5, 2009.

Interview with the Signatory, Stella Illchenko, Director.

- What barriers, if any, did your company experience in implementing your ETP project?
Two years is too short.. Very hard on the cash flow and maintaining business.
- What problems, if any, did your company experience with ETP record keeping?
No
- What assistance could ETP have provided that would improve the process for future Contractors?
I don't know
- How did your company benefit from the ETP training?
We hope to have another contract with ETP to serve small businesses.

Project Status:

Planned Number of Trainees:	20	Total Agreement Training Hours:	5,240
Trainees Enrolled:	16	Training Hours Recorded:	2,100
Trainees Started Training:	16	Potentially Reimbursable Hours:	2,100
Number of Trainees Dropped:	10	Number of Trainees Completed Training:	6
Completed 8 hours:	6	Trainees in Retention:	- 0 -
Completed Minimum hours:	6	Trainees Completed Retention:	6

CATI's records show that 6 trainees have completed training and the 90 day retention period (3% of planned retentions). CATI projects earnings to be \$35,700 (38% of the encumbered total \$94,780). Current records show that CATI has received \$37,980 in progress payments, of which \$31,650 has been approved as earned.

Ms. Ohta advised Ms. Illchenko that if CATI applies for another ETP Agreement, the contract will probably be no more than the total amount earned in this (ET07-0313) Agreement.

Attendance Rosters:

Over the course of the ETP Agreement, Ms. Ohta completed 10 percent sampling of CATI's rosters documenting ETP funded training.

All records will be retained within the control of the primary contractor and shall be made available for review at the contractor's place of business within the State of California.

Location Of Training:

All training under this Agreement took place at CATI facility in Citrus Heights, California.

Audit:

CATI, Inc. will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

Record Retention:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding your contract or the contents of this Report, please contact ETP at 916.327.5239 within ten (10) working days upon receipt of this document.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____ **